



Insert Video Clips

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, select a meeting and click the **Open Meeting Controls** button.
3. Once the meeting controls are open, click on the **Add Video** button near the bottom of the screen to open the **Media Management** window.
4. Select the **Add New Video** button, search for your video, and then click **Open**.
5. Your video will begin to upload to our system. Once the video has been uploaded and successfully converted, it will appear in the **Media Management** window where you can click on the **Insert** button to add the video to your slide deck. You may then click and drag the video clip thumbnail to the desired location within your presentation.
6. During your meeting, you can playback the video clip by navigating to the video in your slide deck and selecting the **Play** button.

Supported Formats: MP3, WAV, WMA, MP4, FLV, MPG, SWF, and WMV

Note: Only 10 video clips can be uploaded into your **Video Management** window. Individual videos cannot exceed 300MB.

The screenshot displays the ReadyTalk Conference Controls interface. On the left, there are sections for Participants (Web: 3, Hands Raised: 0), Audio (Mute All, Unmute All, Operator), and Participant Feedback (Chat, Questions, Answered). The main area shows meeting controls: Stop Meeting, Start Recording, Share, Add Co-Presenters, Enable Webcams, Invite Others, Settings, and Help. A **Media Management** window is open, showing a list of videos with columns for Name, Title, and Duration. Two videos are listed: "How-To: Insert Slides.mp4" and "How-To: Host a Web Conference.mp4". A **File Selection** dialog is also open, showing a list of files in the "Videos" folder, including "Audio 1.mp3", "Audio 2.wav", "Audio 3.wma", "Video 1.mp4", "Video 2.flv", "Video 3.mpg", "Video 4.swf", and "Video 5.wmv". The "Add Video" button in the bottom left of the interface is highlighted with a red box.